

INTERNSHIP HANDBOOK

Almost all employers tell us that professional experience, communication and practical decision making skills are some of the most important factors they evaluate when hiring new personnel. It is the goal of the CALS Career Services to help students gain these skills for their chosen career. Internships can be established for the summer, fall, or spring semesters. Full and part-time programs are possible

The CALS Career Services Office in room 116 Agriculture Hall is available to help you plan your program. CALS Internships are academic programs so it is critical that you identify an advisor from CALS to work with as you plan and select your program. Remember the best internship opportunities require prior planning and will take some effort on the part of the student. This booklet is just the start of your planning process. Let us know how we can help.

- **Compensation:** In internship experiences, compensation generally depends on the cooperating agency. **Academic credit is awarded for the professional learning experience not the level of pay.**
- **Safety:** To avoid possible accidents and injuries, you are encouraged to read applicable handbooks, instructions and operators manuals when at the field site, and request adequate safety instruction. If you are unsure of any procedure, ask questions! You may also be required to obtain special certification or training in order to participate in certain internships.

What UW-Madison policies may affect the Internship program?

Discrimination and Sexual Harassment. Any company, agency or individual involved in the internship program will do so in accordance with the provision of Title VII of the federal Civil Rights Act, Wisconsin's Fair Employment Practices Statutes, Sections 111.31 et. seq., and UW-Madison Faculty Document 542, 5 December, 1983. These provisions prohibit discrimination on the basis of age, race, creed, color, handicap, marital status, sex, national origin, ancestry, sexual orientation, arrest record or conviction record. Sexual harassment is a form of sex discrimination. Copies of these documents may be obtained in all UW-Madison placement offices or the Affirmative Action Office, 175 Bascom Hall or by writing to these offices.

- **Transportation:** It is suggested that you discuss the status of your transportation when interviewing. Some agencies presume that an intern will have a vehicle for use during the internship. If you will be using your own vehicle for company business be sure to check on insurance coverage.
- **Insurance:** As a participant in the Internship program, you need to be aware of some insurance concerns. Please note the items listed below:
 1. Health and Accident Insurance. This is the responsibility of the student, as in any classroom course. Normally, family policies are used by the students. Group medical insurance is available through the University. Intern students have access to the regular Student Health Service Outpatient Services if they are located within reasonable distance.
 2. Liability and Malpractice Protection. The Office of Risk Management extends coverage to all properly enrolled students working within the scope of their internship agreement. Coverage is above and beyond any coverage carried by sponsors and other sources.
 3. Unemployment Compensation. Normally internship students are not covered since their programs are defined as a limited term appointment with the cooperating agency.
 4. Worker's Compensation. Employed interns are covered under regular guidelines of the Act. Rulings have generally stated that unpaid students with formal intern agreements on file should be covered under the concept of training in lieu of pay.

CALS Internship/Co-op Education Checklist

Simple steps to track your progress in the CALS Internship Program. Remember each Internship Program is unique to the student and these steps provide an overview of the process needed to use the CALS Internship to enhance your professional development.

Planning your Internship

- See your advisor-- discuss why you want to do an internship. Develop learning objectives with assistance from your advisor.
- Seek advice from other sources: CALS Career Services, people in the profession (informational interviews), trade shows, research and other network sources to develop Internship options.
- Initiate contact with position possibilities; arrange for interviews.
- Consult with your advisor on available opportunities.
- Accept an internship position.

Before Your Internship Begins

- Complete Internship Agreement Form. Student, advisor, and internship site supervisor need to sign the form.
- Register for credit
- Attend internship seminar if offered by CALS Career Services

During your Internship

- Keep your advisor informed of progress, let advisor or CALS Career Services know of any problems
- Complete requirements as assigned by your advisor

Internship Planning Guide

An Optional Guide to Help You Plan Your Program

The initial phase of an Internship Program involves setting your learning objectives and putting together a job search plan to secure an Internship position that best matches your learning and career goals. Listed below are a few questions you should answer before you begin your Internship search. We have identified some job search procedures and time-lines to help you begin the process of developing an Internship Program. Please feel free to use all or only parts of these suggestions depending on your level of preparation for an Internship.

Step One: Develop a Target

(2-3 semesters before starting an Internship)

1. What is your Career Objective?
2. What skills do you need to improve or strengthen to help you reach your career objective?
3. How will an internship help you improve your skills?
4. What would be an ideal internship for you?

Step Two: Prepare for your Internship Search

(4-8 months before your Internship)

1. Take advantage of workshops on interviewing, resume writing, and other programs offered by CALS Career Services, your department or others to prepare for a job search.
2. Search for and apply to internships using BuckyNet, professional organizations, advice of advisor, and departmental announcements.

Step Three: Explore Opportunities

(1-4 months before your Internship)

1. Get suggestions from your advisor and others in your department
2. Identify opportunities held by past intern students that may fit your target.
3. Search posted internship opportunities and agencies scheduled to interview on campus in CALS Career Services.
4. Use CALS Career Services, Steenbock Library, and other resources to identify companies, agencies and organizations that may provide an opportunity for you. Remember many internships are never formally posted! **You can create opportunities!**
5. Attend the Career and Internship Fairs held each fall and spring, and various other campus career fairs including the Public Service Fair and the STEM Fair held in the spring.

Step Four: Set your priorities

1. List in rank order the possibilities you have discovered.
2. Research your highest priority possibilities to the fullest extent.
3. Determine the best way to contact your prospective companies. Follow through on favorable responses. Be persistent with your priority possibilities.

What role does CALS Career Services play in the Internship program?

CALS Career Services is responsible for providing any needed assistance to students, the faculty advisors and the field supervisors in developing a good internship plan. CALS Career Services assists students with job searches, career advising, and other special items. Faculty advisors can get assistance with identifying intern opportunities for students and in making field contacts to check on performances of the students and their internship learning opportunities. The office also serves as a clearing house for organizations seeking intern students.

What other items may you need to consider before beginning your Internship?

- How to Dress: An internship is a professional experience. Clothing appropriate for a student going to regular classes may not be acceptable on your internship. A good rule of thumb: dress like your supervisor or ask what is acceptable.
- Housing: If your internship is not in Madison or near your home, housing is generally the responsibility

of the student. However some off campus internship sites are often willing to assist with finding temporary housing. Try to be as flexible as possible in regard to housing. Your best opportunity may not be located near Madison or close to your hometown.

What are the responsibilities of the faculty advisor?

The faculty advisor is usually your regular academic advisor, however you may have any CALS faculty advisor work with you on your internship if that person has expertise in an area more in line with your objectives and agrees to do so. Advisor responsibilities include:

- Assist in planning your program and approving the learning objectives, number of progress reports and due dates, and the final project and due date.
- Observe the intern's progress by making on-the-job visits and/or phone contacts during the internship.
- Evaluate your experience and submit the course grade to the appropriate University Office.

What is the role of the Field Supervisor?

The Field Supervisor should be the person who will supervise you on a daily basis throughout your Internship. The role of the business or agency field supervisor is to:

- Help plan and assign your on-site work to allow you to meet your learning objectives and opportunities.
- Provide the student with thorough training in the proper operation and maintenance of any equipment or machinery to be used during the internship.
- Complete an evaluation of the student's performance (the form will be supplied by CALS Career Services). Field supervisors are encouraged to review the evaluation form with the student.

Internship Questions and Answers

A quick guide to Internship 399

What is an Internship?

An Internship is a cooperative learning activity to provide students with non-classroom professional experience related to their career goals. An Internship **is not** the same as a part time job or other work experience. It **is** a course of study.

Why should I participate in an Internship Program?

- To gain practical experience in your professional area of training by bridging the gap between applied and academic worlds in your major and specialization areas. Intern students will often have opportunities to learn and participate in activities on the job which would not be possible under regular employment.
- To "try on" a career to ensure your career plans are on track.
- To develop communication, interpersonal, leadership and other important skills that employers and graduate schools seek when selecting new employees or students.

What students are eligible for the Internship Program?

An Internship is an academic program open to all CALS students with at least 24 credits. Programs may be established for any academic term on a full or part-time basis.

How is academic credit earned?

Academic credit for an internship is related to the hours of work experience, learning objectives and the needs of the individual student. Credit for a given internship is by agreement between the student and the faculty advisor within the following policy guidelines for the program:

- Students should have at least 80 hours of work experience for each credit earned. Total credit awarded is by agreement between the faculty advisor and the student as long as the minimum standard above is met. Example: A student doing an internship which has a total of 360 hours of work experience can register for 1 to 4 credits.
- A maximum of 8 credits can be applied toward your graduation. Your major department has the option to determine where the credit can apply. Consult you advisor if you have questions on application of internship credits.

Who determines the academic requirements for an internship?

As with any other academic program the internship requires the development of learning objectives for the program, activities to allow the student to obtain the objectives and a method of evaluation to determine if the objectives have been accomplished. An internship is unique because it is designed around a "Team" concept. "The Team" rather than the instructor has the responsibility for the development of the program within guidelines established by the College. The Team consists of the student, a faculty advisor from CALS and a field supervisor from the cooperating work site.

What are the student's responsibilities for the internship program?

- Initiating the internship program.
- Working out a program of learning with the field supervisor in cooperation with and approval of the faculty advisor.
- Following through with a written Internship Agreement Form for all participants to sign prior to registration for the 399 course.
- Registration for the course and paying all applicable tuition and university fees.
- Complete final project.